



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288
(410) 576-6108**



You may email application/resume to HROJOB@mdbalt.ang.af.mil
MDNG Vacancies: <https://www.md.ngb.army.mil/HRO/hindex.htm>

VACANCY ANNOUNCEMENT NUMBER	#07-170
POSITION:	Information Technology Specialist (INFOSEC), GS-2210-09/11, PD# 90031E Sequence # 317493 SALARY: GS-09: \$46,041 to \$59,852 GS-11: \$55,706 to \$72,421 (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	Directorate of Information Management/J6 13616 Desert Storm Lane Reisterstown, MD 21136
OPEN PERIOD:	OPENING DATE: 21 June 2007 CLOSING DATE: 20 July 2007 For detailed information on the application process please see last page of this announcement: APPLICATION INSTRUCTIONS AND GENERAL INFORMATION.
WHO MAY APPLY:	NATIONWIDE This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to warrant officers and enlisted members of the Maryland Army National Guard and those eligible for enlistment or membership.
DUTIES:	Receives and reviews written guidance from a variety of Department of Defense (DoD), federal and state investigative and endorsement agencies and interprets for impact in the state. Enforces established policy and guidance for all information Assurance Systems Officers throughout the state. Directs actions required to prevent and/or correct information assurance deficiencies and violations. Exercises authority for denial of computer access and coordinates re-establishment of service. Assures compliance with security policy for external connections to the state network and assures compliance with the national and state policies. Works with the System Security Manager to develop procedures to protect information in the state networks. Evaluates the effectiveness of systems, devices, procedures, and methods used to safeguard information in computer accessible media and insures correction of all state deficiencies on systems containing applicable security technologies. Reviews/tests/updates continuity of operations plans (COOPS) and Security SOP's and actively participates in accreditation/reaccreditation processes. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	General Experience: Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others. Specialized Experience GS-09: Must possess 24 months of the following type of experience: experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicants ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; and experience which demonstrates a knowledge of computer requirements and techniques in carrying out related tasks in the development of minor modifications to portions of an automated data processing system. Such experience must have shown analysis of the inter-relationships of pertinent components of the system, planning the sequence of actions and personal responsibility for a segment of the overall project. Specialized Experience GS-11: Must possess 36 months of the following type of experience: experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicants ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; and experience which demonstrates the accomplishment of computer projects and assignments that required a range of knowledge about computer requirements and techniques. Qualifying accomplishments involve the following: knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area; planning the sequence of actions necessary to accomplish the assignment; and adaptation of guidelines or precedents to the needs of an assignment. Physical Effort: The work is normally sedentary in nature.

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	<p><u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC: Warrant Officer: 250A or 251A; Enlisted: 25B, 25D, 25U, 25Y, or 25Z in any Maryland Army National Guard unit.</p>
BASIS FOR RATING:	<p><u>Substitution Of Education for Specialized Experience:</u> Successful completion of 30 semester hours of undergraduate study in an accredited college or university may be substituted for only 12 months of specialized experience. The education must have been in fields directly related to the type of work of the position.</p> <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>
KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p><u>Knowledge, Skill, and Abilities (KSA's) GS-09:</u></p> <ul style="list-style-type: none"> (a) Ability to research and analyze data; (b) Ability to communicate orally and in writing; (c) Skill in organizing work in a logical sequence; (d) Knowledge of computer programming techniques; and (e) Knowledge of computer systems and applications. <p><u>Knowledge, Skill, and Abilities (KSA's) GS-11:</u></p> <ul style="list-style-type: none"> (a) Ability to research and analyze data; (b) Ability to communicate orally and in writing; (c) Skill in organizing work in a logical sequence; (d) Knowledge of computer programming techniques; and (e) Skill in evaluating and making recommendations for automated data processing programs and equipment.

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APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be evaluated. The Human Resources Office (HRO) will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. If there is more than one grade listed on this announcement, you may be found qualified at one of those grades according to the experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and will be forwarded to the selecting supervisor, up to ten qualified applicants. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your application is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION/RESUME PROPERLY.**

At a **minimum**, your application (a resume, or OF 612, or any other format you choose) must include the following information:

1. A typed or neatly printed detailed narrative of your employment history is required.
2. Announcement number and title of the position for which you are applying.
3. Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
4. A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates (mm/yyyy) to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames. Include your military rank, civilian/federal grade, Company/ unit of assignment, and Title/ MOS/AFSC. List your position title, Federal grade/ step, supervisor, phone numbers, dates you have held each job and a detailed duty description.
 - a. DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
 - b. List your National Guard (traditional/M-day duties) separately from your other job experiences. List your position, unit of assignment, and MOS or AFSC, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
5. If you have completed any technical, military, or college courses, include copies (unofficial/ official) of your school transcripts with the application. This may assist you in using the Substitution for Education.
6. **WRITE A SUMMARY OF EACH KSA** (including from and to dates (mm/yyyy) for each KSA) **TO EXPLAIN HOW YOU MEET THEM.**
7. List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses for possible credit towards qualifying.
8. Optional Form (OF- 306), Declaration of Federal Employment, may be attached to your application.
9. If mailing your application. **STAPLE** all documents together in one package. **DO NOT** use binders, folders or notebooks when you turn in your application. These items will not be returned to you. Applications/resumes that have been mailed in a U.S. Government envelope will not be accepted.
10. Please sign and date application if mailed, scanned or faxed.
 - a. The application must be received in the HRO not later than close of business (17:00 hours) on the closing date.
 - b. You may also fax your complete application to: (410) 576-6176, prior to the close of business at 17:00. The HRO is not responsible for incomplete faxes. Please contact HRO Main number (410) 576-6054 to ensure that your fax arrived and was complete.
 - c. You may also email your complete application to: HROJOB@mdbalt.ang.af.mil. You will receive a confirmation email. Submit your emails prior to 23:59 on the closing date. The HRO is not responsible for delays in the network processing your email.

SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
Maryland National Guard, Human Resource Office, JFHQ
29th Division Street Baltimore, Maryland 21201
410-576-6052 or DSN 496-6052

NOTES:

All employees must participate in Direct Deposit/Electronic Fund Transfer.

As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-(1) year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service. Some Selectees' may have to serve another trial period if transitioning to another occupation series or entering into a supervisory position.

Applications of non-selected applicants will not be returned, and will NOT be filed in the Official Personnel File (OPF). Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is recommended by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The HRO is responsible for notifying you that you were selected for the position, and will inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and in-processing date, and whom to contact with your questions.

Selected Reserve Incentive Programs: Acceptance of a Permanent or Indefinite Excepted Service Position will cause termination from Selected Reserve Incentive Program (SLRP) Military Bonus. Please contact the Education office regarding details that may affect your SRIP incentives (ARMY: NGR 600-7, AIR: ANGI 36-2607).

OSHA Physical (for specified occupation series): Selectee(s) will be required to satisfactorily complete an OSHA physical examination prior to being assigned to some positions. Upon notification of selection, contact information will be forwarded to the selectee(s) requiring an OSHA physical because of the occupation series involved. Selectee' will be notified of a Start date upon successful completion of the OSHA physical.

IF YOU ARE NOT SELECTED FOR THE POSITION, the HRO will inform you that you were not selected. The HRO, may if requested, advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application/ resume.

EXPLANATION: An Excepted position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. Excepted Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. Excepted Technicians are required to wear appropriate military uniform, and must become active members of the Maryland National Guard.

THE MARYLAND NATIONAL GUARD IS AN EEO EMPLOYER: All applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (Excepted positions only). All announcements must be posted on Official MDNG unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (410) 576-6054, or DSN 496-6054.